



## Kildwick CE Primary School

Learning to Live – Living to Love – Loving to Learn

### Minutes of the meeting of the Full Governing Board (Finance & Resources) held on 3<sup>rd</sup> February 2020 at 18:00

#### Present:

Christine Anderton – Foundation Governor (CA)  
Donna Akrigg – Staff Governor (DA)  
Jo Gostling – Co-opted Governor (JG)  
Kath Morris – Foundation Governor (KM)  
Cameron Quinn – Co-opted Governor (CQ)  
Liz Snell -Parent Governor (LS)  
Geraldine Sands – Foundation Governor (GS)  
Alex Swinton – Parent Governor (AS)  
Tim Whitehead – Headteacher (TW)

#### In attendance:

Vicky Bateman – NYCC School Bursar (VB)  
Stephen Dale – LA Clerk to Governors (Clerk)  
David Horton – Class Teacher (DH)

A	Procedural
1	<p><u>Prayer, Welcome, Introductions and consideration of absence</u> CQ opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Apologies received from Jamie Logan. Consented. CQ introduced VB who was the new NYCC Bursar for the school KM led the meeting in prayer.</p>
2	<p><u>ICT – update on Gmail, shared folders and use for Governors</u> DH took queries from Governors on access their Gmail accounts and the shared drive that was to contain folders and files relevant to the Governing Board. All Governors have an account that enables them to access the shared drive and Governors were reminded as to where this is located and the information currently there. In addition to some general information about the GB folders have been set up for each FGB meeting where the agenda and all supporting papers will be filed. A folder has now been set up to file records of governor visits.</p>

	<p>Governors agreed that any communication between now and FGB On 30<sup>th</sup> March 2020 would be sent to both the @Kildwick school e-mail address and to governor's gmail addresses. After FGB on 30<sup>th</sup> March 2020 only gmail addresses will be used. (DH left the meeting at 18.20)</p>
3	<p><u>To determine whether other urgent business should be considered.</u> TW requested consideration of the results from the Parental Questionnaire. (A summary of this had been circulated prior to the meeting). GS asked that she discussed the e-mail sent to all Governors re 1:1 phone call.</p>
4	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u> None identified at this point. GS noted that Governors must be mindful of confidentiality when discussing safeguarding issues.</p>
5	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
6	<p><u>To approve the Minutes of the FGB meeting held on 25<sup>th</sup> November 2019 and consider matters arising from the minutes not otherwise covered by this agenda.</u> The Minutes of the FGB meeting held on 25<sup>th</sup> November 2019 were unanimously approved. No matters arising to discuss.</p>
<b>B</b>	<b>Resources &amp; Finance</b>
7	<p><u>To review the Budget Monitoring Report for December</u> With the restructure within the Bursar service and the changes as a result of this no Budget Monitoring report is available for December 2019. VB agreed to e-mail this to the GB. <b>ACTION: VB</b> VB introduced herself further detailing the role she has within NYCC and with the school.</p>
8	<p><u>To review Benchmarking Report</u> A copy of the North Yorkshire Schools Benchmarking Data (2019/20) report dated 13<sup>th</sup> January 2020 had been circulated prior to this meeting. TW briefed governors on the contents of this report and explained how this school is compared to other similar schools in the area to highlight variances in expenditure that the school/governors may wish to investigate. Discussion took place over Admin hours and costs around how dedicated time can be given to allow the Office Manager to concentrate of financial issues. Governors noted the variance to the Breakfast Club (extended school staff) – TW briefed on how this reflects the situation when the school took over the running and that this is no longer the variation that it shows due to the streamlining of the running of the clubs. TW explained the variance on IT costs noting that further investment will be required in 2020/21.</p>

9	<p><u>School Financial Value Statement (SFVS) – approval of 2020 submission.</u></p> <p>The proposed SFVS for Kildwick school 2019/20 had been circulated prior to this meeting along with the guidance notes for its' completion.</p> <p>Governors were briefed on the new format of this document, the new questions to be answered within the checklist, how a comparison is made with similar schools, the recommendations highlighted, and the RAG ratings given against certain criteria shown in the dashboard.</p> <p>CQ noted how the document had been completed in conjunction with TW and Toni Birch. TW noted that ASP data still must be input and agreed to circulate the document again once this is done.</p> <p><b>Action: TW</b></p> <p>CQ expanded on the 29 questions considered in the checklist and drew attention to numbers 3, 16 and 28.</p> <p>Discussion took place around Q3 and how best to updated governors on the financial health of the school. Governors agreed that in addition to scrutiny of the budget monitoring reports x3 times a year at FGB (F&amp;R) meetings, further information should be circulated to all governors regularly. CQ agreed to review monthly reports and to highlight any issues to all governors.</p> <p><b>Action: VB/CQ</b></p> <p>Governors agreed that an additional item be added to all FGB meetings for a Financial Update.</p> <p><b>Action: Clerk/CQ</b></p> <p>Discussion took place around Q16 and the contingency gap in cover for the Headteacher identified within the benchmarking of the SLT. TW noted that this is ongoing and a proposal to resolve this concern will be presented at FGB in March 2020.</p> <p><b>Action: TW/Clerk</b></p> <p>Discussion took place around Q28 and the audit of voluntary funds. TW noted that this was not PTA funds, (these being accounted for separately), but covered grants such as monies from the Peggy Wilson Trust and the Co-Op. TW noted that TB did audit these but suggested that another governor should be involved in the process with updates being given at the annual Budget meeting.</p> <p>CQ agreed to become a signatory for the use of these funds.</p> <p>Governors agreed that subject to the changes/updates to the SFVS this was approved.</p> <p><b>Action: GQ/TW to update SFVS and circulate to all Governors. ALL to respond.</b></p> <p><b>Q: What involvement should governors have in the business continuity disaster recovery plan?</b></p> <p>TW briefed governors that this exists with contributions from various parties (e.g. Veritas with the asset register). GS noted the importance of such a plan especially for a small organisation. TW noted that this is an area that Dale Barton is involved with an that the folder is up to date. GS requested that governors are given a summary of this and agreed to meet with TW over the plan.</p> <p><b>Action: TW/GS to meet. Clerk to add to FGB agenda for March.</b></p>

	Governors thanked TW and CQ for the work and effort put into producing the SFVS.
10	<p><u>Contract schedule – to consider options</u></p> <p>Information relating to the costs and tasks covered by the School Bursar Service had been circulated prior to this meeting. A summary of catering charges for the Autumn Term 2019 had been circulated prior to this meeting.</p> <p>TW briefed governors on the visit from NYCC Relationship Manager to discuss those contracts due for renewal. TW highlighted two contracts that should be reviewed – IT and Bursar Service.</p> <p>Governors discussed the proposal to move from buying in the Full Bursar Service to “Option A” and the £1K saving this would give. The main change would be that the school becomes responsible for processing/payment of invoices. TW noted that this forms part of the job description for the Office Manger and is an area that the school should be in control of.</p> <p>TW briefed on the saving made from withdrawing from the IT contact as not all the services on offer are used by the school. An additional saving has been realised by the school directly employing an IT Technician. TW noted that he moves to Google services will mean that the server in school can be sold.</p> <p>Governors noted that the Photocopier contact is due for renewal in December 2020 and a substantial saving can be made by making alternative arrangements on this.</p> <p><b>Action: TW to update.</b></p> <p>TW briefed on efforts to change the Grounds Maintenance contact with discussions with other schools in the CA and quotes being obtained.</p> <p>TW highlighted the contracts currently being considered for renewal and the reasons for these – (including DBS checks, H&amp;S, Equipment Insurance and Employment Support).</p> <p>TW updated the meeting on why the Catering contact should be renewed.</p> <p>Q: Can savings be seen by choosing another supplier?</p> <p>TW noted that whilst a financial benefit could be realised, there is a possibility of a decline in standards of food, sourcing and freshness.</p> <p>Q: What is the uptake on school dinners currently.</p> <p>TW noted that approx. 100 have dinners every day and that these are popular with both pupils and parents.</p> <p>Governors requested the TW report on savings that might be made.</p> <p><b>Action: TW</b></p> <p>TW noted the improvements in Caretaking and Cleaning and that this contact would be renewed this year.</p> <p>Q: Can the H&amp;S service be obtained elsewhere.</p> <p>TW noted that this was possible but that the service and personnel from NYCC is exceptional and in this instance a change would be detrimental.</p>
11	<p><u>To receive an update on Pupil Premium (3yr plan)</u></p> <p>The Pupil Premium Statement for 2019/22, RAGd, had been circulated prior to this meeting. TW briefed governors on the new format of this document, the simplified pro-forma that is now completed and that the plan now covers a 3-year period. TW referred to the Statement circulated, and the RAG ratings shown on this. TW explained the money allocated and the parameters for its use. TW highlighted Priorities 1 and 2 and the focus on language and improvements to reading and writing.</p>

	<p>AS noted her discussion with Ruth Sharples in her recent English monitoring visit over this and the work being undertaken by the school in support of these areas. TW explained how interventions varied and were tailored for individuals and groups.</p> <p>Q: how are the actions on phonics mentioned in both P1 and P2 differentiated – e.g. the purchase of books, are is this targeted?</p> <p>TW confirmed that there is a different focus and that books are targeted for those with particular needs and agreed that this was not clear enough in the document.</p> <p>Q: Ofsted will require evidence that these strategies are working – how is this achieved.</p> <p>TW noted that progress reports for PP children are highlighted within data reports to FGB and agreed to develop this further for the March meetings.</p>
12	<p><u>To receive an update on Sport Premium Funding</u></p> <p>TW noted the improvement to the variety and range of activities now offered to all pupils (including Street dance). TW noted the impact on the numbers of participants and that they were now more diverse. TW explained the criteria for achieving the “Active Mark School” award and that currently the school continues to maintain its’ Gold status. TW noted the progress with swimming and the recent performance at the Swimming Gala.</p> <p>Discussion took place around reviving the “Walking Bus” and TW agreed to mention this in the newsletter to seek organisers.</p> <p><b>Action: TW</b></p>
13	<p><u>Discussion on future use of Church Buildings</u></p> <p>GS updated governors on the formation of the PCC for the new Parish and the separate Buildings Committee. GS noted that x1 member of this committee has been tasked with liaising with the school on the future use of the church buildings and that there is a positive feeling towards this link with the church being supportive over a longer-term vision. GS explained that the process would be slow, especially as financial support through grant applications would need to be sought and view of the local community would always need to be considered with broader support from them vital.</p> <p>GS confirmed she would continue to provide updates.</p> <p><i>(VB left the meeting at 19.40)</i></p>
<b>C</b>	<b>Other Business</b>
14	<p><u>To receive a Premises update</u></p> <p>A copy of the Conditions Survey undertaken by NYCC had been circulated in advance of this meeting</p> <p>This is discussed within item 15.</p>
15	<p><u>To receive an H&amp;S update</u></p> <p>TW updated governors on the visit by Dale Barton (NYCC H&amp;S Officer) and on the progress with items highlighted within the Conditions Survey noting that many of the external items due for action will be addressed over the summer period.</p> <p>Q: what is the implication for school finances with these works.</p> <p>TW noted that items identified within this report will be addressed as part of a rolling programme by NYCC and that expenditure is not from the school budget.</p>
16	<u>Governor visit updates</u>

	<p>The record of a meeting between ES and the Science Co-ordinator held in December 2019 had been circulated prior to this meeting. The record of a Safeguarding meeting between GS and TW held in January 2020 had been circulated prior to this meeting.</p> <p>KM noted her visit to look at Maths had been undertaken and the report will be circulated.</p> <p>AS noted her visit to look at English that will be circulated.</p> <p>GS noted her meeting with TW as Safeguarding Governor and that there is an area wide focus on Prevent Training about radicalisation by Far-Right groups.</p> <p>TW briefed governors on the event on 13<sup>th</sup> February for Parents and Children that will be held throughout the day with various session on internet safety. TW noted that DH had led on this and welcomed that a parent, who is a Police Officer, would be doing presentations.</p>
17	<p><u>Training update</u></p> <p>TW noted the face to face safeguarding training that has been delivered to all Staff.</p> <p>GS briefed governors on the session being held by Castel Alliance on Safeguarding aimed at governors and how the CA is investigating delivering similar sessions locally.</p>
18	<p><u>Policies to approve:</u></p> <p>Behaviour</p> <p>Relationships and Sex Education</p> <p>TW noted the changes in the Behaviour Policy to reflect and refer to the School Ethos.</p> <p>GS explained how the SIAMS inspection had highlighted opportunities to embed the vision into aspects of school life and that this was one of these.</p> <p>Governors unanimously approved these Policies.</p>
19	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS requested that all governors respond to her e-mail to have a 1:1 telephone conversation, to last about 15 minutes and explained the reason behind this and the topics that would be covered in this “catch-up” – including; visits – and how these should be documented, , roles, and any changes to how meetings are organised.</p> <p>TW had provided the results of the annual parental survey and these had been circulated prior to this meeting.</p> <p>Governors briefly discussed the results and agreed that an item to allow further investigation to be added to the agenda for FGB on 30<sup>th</sup> March.</p> <p><b>Action: Clerk</b></p> <p>Governors discussed how best to encourage more parents to submit replies with TW agreeing to look at having short questionnaires available at Parents Evenings and to investigate using other platforms for replies, e.g. text messaging.</p> <p>Governors requested that an item be included in the weekly newsletter acknowledging the replies to this survey noting that comments are being followed up.</p> <p><b>Action: TW</b></p> <p>Further discussion took place on how parents can be engaged and how they could be involved in setting school priorities.</p>
20	<p><u>Correspondence</u></p> <p>None to consider.</p>

21	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted the information gained through the PP update, an examination of the SFVS report, an understanding of what value for money through various contracts and that the structured visits are valuable in gaining vital insights.</p>
22	<p><u>Close</u></p> <p>The meeting closed at 20.08</p>

Dates of Future Meetings:

Monday 3<sup>rd</sup> February at 18.00 (FGB Finance and Resources)

Monday 2<sup>nd</sup> March at 18.00 (FGB Curriculum)

Monday 30<sup>th</sup> March at 13.30 (FGB)

Tuesday 19<sup>th</sup> May at 18.00 (FGB Finance and Resources – Budget approval)

Tuesday 9<sup>th</sup> June at 13.30 (FGB Curriculum)

Monday 6<sup>th</sup> July at 18.00 (FGB)